

**ERIE COUNTY DAY CARE UNIT  
290 MAIN ST. – 3<sup>RD</sup> FLOOR  
REAR ELEVATOR – 20 CATHEDRAL PARK ENTRANCE  
BUFFALO, NEW YORK 14202**

**Mail in your completed and signed application.**

Do not send original documents, only copies are required.

- **Picture ID** for yourself
- **Birth Certificates** for all applying members of your household
- **Social Security cards** for all applying members of your household (optional)
- **Verification of current address and household composition:**
  - Landlord form (B-1231) completed by the owner or agent, or current lease listing address and household composition **OR**
  - Collateral Verification Letter (B-3112) if property is owned by you or your relative. This form **MUST** be completed by a non-relative who does not reside in your household.
- **Verification child support and day care costs:**
  - Copy of current court order if child support/day care costs are being received.
  - Statement signed by you regarding the amount and frequency of child support currently received – statement signed by you stating the other parent's availability to watch the child and if unavailable the reason.
- **Wage Verification:**
  - 1) Consecutive paystubs for last 4 to 12 weeks **OR**
  - 2) if newly employed, (less than 4 weeks of paystubs), letter from your employer, on letterhead, stating start date, rate of pay, days and hours working and all paystubs received to date.  
**Name, address and phone # of your employer.**
- **Other Income** – Verification of Social Security, unemployment or any other income received by household members.
- **Day Care Provider information** – if you need assistance finding a day care provider, you can call the Child Care Resource Network at 877-6666 or log on to <http://www.ocfs.state.ny.us/main/childcare/default.asp> – child care facility search.

Complete B-3923 with your Day Care Provider (enclosed). Remember to fill in your work schedule and school schedule of children on back of B-3923 form.

## CURRENT INCOME ELIGIBILITY STANDARDS

These are the income standards that are used to determine eligibility and calculate the fee for Child Care Services effective June 1, 2012.

FAMILY SIZE	100% ANNUAL	100 % MONTHLY	200% ANNUAL	200% MONTHLY
1	\$11,170	\$ 931.00	\$22,340	\$1,862
2	\$15,130	\$1,261.00	\$30,260	\$2,522
3	\$19,090	\$1,591.00	\$38,180	\$3,182
4	\$23,050	\$1,921.00	\$46,100	\$3,842
5	\$27,010	\$2,251.00	\$54,020	\$4,502
6	\$30,970	\$2,581.00	\$61,940	\$5,162
7	\$34,930	\$2,911.00	\$69,860	\$5,822
8	\$38,890	\$3,241.00	\$77,780	\$6,482
Ea. Additional member	\$3,960	\$330.00	\$7,920	\$660

The Day Care fee is based on the amount of the family's income that exceeds the current Income Eligibility Standard (100%). There is one basic fee for a family regardless of the number of children receiving day care services. The parent must pay the fee directly to the provider.

### FORMULA USED TO DETERMINE FEE:

Annual Gross Income minus (-) State Income Standard times (x) 35% = Weekly Fee ÷ 52 (weeks)

Every case will pay a fee of at least \$1.00 per week.

NOTE: Families with a gross income of over 200% of standard are ineligible for Day Care Assistance.